



eduphoria!

## Employee Appraisal System (EASy) Teacher Self-Report I (TSR1) Quick Reference Guide

\*Teachers are able to electronically submit their Teacher Self Report (TSR) to principals through Eduphoria! This can be done by following the steps listed below:

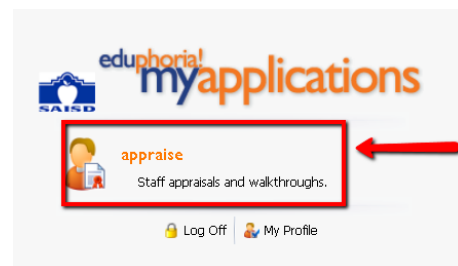
### Step 1:

Login at <http://eduweb.saisd.net> using your username and password

The login screen for the Eduphoria! SchoolObjects system. It features the "eduphoria! SchoolObjects:" logo at the top. Below the logo, it says "Enter your username and password to begin." There are two input fields: "Username:" and "Password:". At the bottom, there is a green "Login" button with a right-pointing arrow.

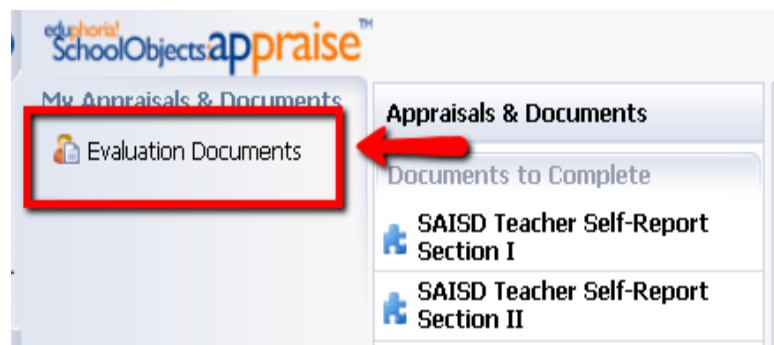
### Step 2:

Once logged in, click Appraise



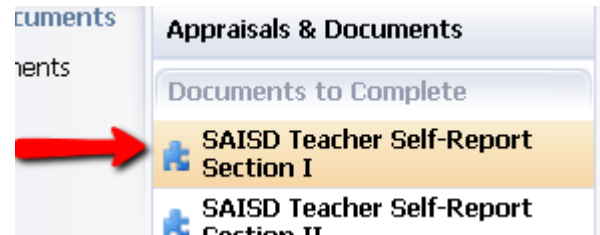
### Step 3:

Click on the Evaluations



#### Step 4:

Click on Teacher Self-Report I



#### Step 5:

- Complete Teacher Self-Report Section I

A screenshot of a web-based form titled 'SAISD Teacher Self-Report Section I'. The form contains several numbered instructions: (1) Prior to the completion of the TSR, the teacher and the appraiser shall engage in a pre-conference discussion... (2) Section 1 must be presented to the appraiser within three weeks... (3) The appraiser must hold a follow-up conference... (4) The TSR requires the least amount of writing necessary... Below these instructions is a section titled 'Student Performance' with a sub-section 'Part A (Instruction)'. It contains a question: '1. How will you make instructional adjustments based upon needs for your students (including Bilingual, Gifted and Talented, Special Education, etc.)?'. Below the question is a large text input area. A red rectangular box highlights a note that says 'Please Note: Type your responses in the box'. At the bottom of the form, there is a question mark icon followed by the text 'Describe or list the approaches you will use to monitor classroom performance and to provide feedback to students'.

- Once complete, *Submit to Appraiser*



